

INDIVIDUAL RULES AND PRACTICES OF JUDGE GEORGE B. DANIELS

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TABLE OF CONTENTS

I.	ELECTRONIC CASE FILING (“ECF”).....	pg. 2
II.	COMMUNICATIONS WITH CHAMBERS.....	pg. 2
	A. Letters	
	B. Telephone Calls	
	C. Requests for Adjournment or Extension of Time	
	D. Courtesy Copies	
	i. Pleadings	
	ii. Motion Papers	
III.	MOTIONS.....	pg. 4
	A. Pre-Motion Conferences in Civil Cases	
	B. Memoranda of Law	
	C. Filing of Motion Papers	
	D. Oral Argument on Motions	
IV.	CRIMINAL SENTENCINGS.....	pg. 5
V.	PRETRIAL PROCEDURES.....	pg. 5
	A. Joint Pretrial Orders in Civil Cases	
	B. Filings Prior to Trial in Civil Cases	
	C. Filings Prior to Trial in Criminal Cases	

Unless governed by the Federal Rules, Local Rules, or otherwise ordered by Judge Daniels, matters before Judge Daniels shall be conducted in accordance with the following practices:

I. ELECTRONIC CASE FILING (“ECF”)

- A. Counsel for all parties are required to register as filing users in accordance with the SDNY ECF Rules and Instructions.¹
- B. In **all** cases (civil and criminal) that are designated ECF, the parties are responsible for being current in any and all matters filed electronically by the Court. No other means of notification will be used by the Court.
- C. In accordance with SDNY ECF Rule 13.1, letter motions may be filed electronically via the ECF system. **Parties are required to submit a courtesy copy of all electronically filed motions, briefs, and letters to Chambers in accordance with the requirements in Rule II(E) below.** Indicate any request to file a document under seal or in redacted form on the face of the document. Submit an unredacted copy to Chambers.

II. COMMUNICATIONS WITH CHAMBERS

- A. **Letters.** Except as otherwise provided below, communications with Chambers shall be by letter. If a party wishes to file a letter electronically, counsel should make the following selections on ECF: civil → civil events → other filings → other documents → letter. **Any party filing a letter electronically shall also submit a courtesy copy, clearly marked as such, to Chambers.** Letters up to five (5) pages in length may be submitted to Chambers via fax at (212) 805-6737; letters longer than five (5) pages shall be submitted by mail or hand delivery. A courtesy copy of any letter filed on ECF shall be a copy of the filed version of the letter and shall include the automatically-generated ECF header appearing at the top of each page (e.g., “Case 1:14-cv-01234-ABC Document 100 Filed 09/1/15 Page 1 of 1”).
 - i. Letters submitted to Chambers shall state clearly in the subject line: (1) the caption of the case, including the docket number and names of the lead parties; and (2) a brief description of the contents of the letter. Letters that pertain to multiple cases shall list all relevant docket numbers in the subject line.

¹ <http://www.nysd.uscourts.gov/ecf/ECF%20Rules%20Revision%20031714.pdf>.

- ii. In multi-defendant criminal matters, letters that pertain only to an individual defendant shall identify the docket number specific to that individual defendant (e.g., 1:14-cr-12345-01) and include the defendant's name.
- iii. Copies of correspondence solely between counsel shall not be filed on ECF or sent to Chambers (except as exhibits to a properly filed document).

B. Telephone Calls. Telephone calls to Chambers are permitted only in emergency situations requiring immediate attention.

- i. The following calls to Chambers are never permitted:
 - 1. Ex parte calls (absent extraordinary justification, counsel for all affected parties should be on the line when a call to Chambers is placed, except that similarly situated parties may designate a lead counsel to represent them on such a call);
 - 2. Calls from *pro se* litigants (*pro se* litigants should call the *Pro Se* Office at (212) 805-0175 for questions regarding their cases); and
 - 3. Calls requesting substantive or procedural legal advice.

C. Faxes. Faxes to Chambers are permitted only if copies are also simultaneously faxed or otherwise delivered to all counsel. **No document longer than five (5) pages may be faxed without prior authorization.** (Fax number: (212) 805-6737).)

D. Requests for Adjournment or Extension of Time. All requests for adjournments or extensions of time **shall be in writing** and state

- i. the original date of the appearance or deadline,
- ii. the number of previous requests for adjournment or extension,
- iii. whether these previous requests were granted or denied, and
- iv. whether opposing counsel consents, and, if not, the reasons given by opposing counsel for withholding consent.

If the requested adjournment or extension affects any other scheduled dates, a proposed Revised Scheduling Order shall be attached to the request. Absent emergency circumstances, **a request for an adjournment of a court appearance shall be made at least 48 hours prior to the scheduled appearance.** Designate the filing as a letter, and not as a letter motion, on ECF.

E. Courtesy Copies.

- i. Pleadings:** A courtesy copy of pleadings shall be submitted to Chambers as soon as practicable after filing, in accordance with the SDNY policies regarding hand or mail deliveries;
- ii. Motion Papers:** A courtesy copy of all motion papers shall be submitted to Chambers at the time the papers are served, in accordance with the SDNY policies regarding hand or mail deliveries.

III. MOTIONS

- A. Pre-Motion Conferences in Civil Cases.** For discovery motions, follow Local Civil Rule 37.2. For motions other than discovery motions, pre-motion conferences are not required.
- B. Memoranda of Law.** Unless prior permission has been granted, memoranda of law in support of and in opposition to motions are limited to 25 pages, and reply memoranda are limited to 10 pages. Memoranda of 10 pages or more shall contain a table of contents. Sur-reply memoranda will not be accepted without prior permission of the Court.
- C. Filing of Motion Papers.** Motion papers shall be filed promptly after service.
- D. Oral Argument on Motions.** Parties may request oral argument by letter at the time their moving, opposing, or reply papers are filed. The Court will determine whether argument will be heard and, if so, will advise counsel of the argument date.

IV. CRIMINAL SENTENCINGS

A. Submissions. A defendant's sentencing submission shall be served **eight (8) days** in advance of the date set for sentence. The Government's sentencing submission shall be served **five (5) days** in advance of the date set for sentence. The parties shall provide the Court with one (1) courtesy copy of each submission when it is served. All sentencing submissions shall be filed on ECF, unless there is a request to file a document under seal or in redacted form. Such a request shall be clearly reflected on the courtesy copy submitted to Chambers.

V. PRETRIAL PROCEDURES

A. Joint Pretrial Orders in Civil Cases. Unless otherwise ordered by the Court, within **thirty (30) days** after the date for completion of discovery in a civil case, the parties shall submit to the Court, for its approval, a joint pretrial order, which shall include the following:

- i. The full caption of the action;
- ii. The names, addresses (including firm names), and telephone and fax numbers of trial counsel;
- iii. A brief statement by plaintiff as to the basis of subject matter jurisdiction, and a brief statement by each other party as to the presence or absence of subject matter jurisdiction;
- iv. A brief summary by each party of the claims and defenses that party has asserted which remain to be tried, without recital of evidentiary matter but including citations to all statutes relied upon. Such summaries shall also identify all claims and defenses previously asserted which are not to be tried;
- v. A statement by each party as to whether the case is to be tried with a jury, and the number of trial days needed;
- vi. A statement as to whether all parties have consented to trial of the case by a magistrate judge (without identifying which parties have or have not so consented);
- vii. Any stipulations or statements of fact or law which have been agreed upon by all parties;

- viii. A statement by each party as to the witnesses whose testimony is to be offered in its case-in-chief, indicating whether such witnesses will testify in person or by deposition;
- ix. A designation by each party of deposition testimony to be offered in its case-in-chief, with any cross-designations and objections by any other party; and
- x. A list by each party of exhibits to be offered in its case-in-chief, with one asterisk indicating exhibits to which no party objects on grounds of authenticity, and two asterisks indicating exhibits to which no party objects on any ground.

B. Filings Prior to Trial in Civil Cases. Unless otherwise ordered by the Court, each party shall file **thirty (30) days** prior to the commencement of trial if such a date has been fixed, or **thirty (30) days** after the filing of the joint pretrial order if no trial date has been fixed:

- i. In jury cases, requests to charge and proposed voir dire questions;
- ii. In non-jury cases, a statement of the elements of each claim or defense involving such party, together with a summary of the facts relied upon to establish each element;
- iii. In all cases, motions addressing any evidentiary or other issues which should be resolved *in limine*; and
- iv. In any case where such party believes it would be useful, a pretrial memorandum.

C. Filings Prior to Trial in Criminal Cases.

- i. Any Rule 404(b) notice shall be served **thirty (30) days** prior to the commencement of trial.
- ii. Any Rule 16 expert disclosures, including all required information, shall be made **thirty (30) days** prior to the commencement of trial.
- iii. Motions *in limine* shall be filed **thirty (30) days** prior to the commencement of trial.

iv. Not later than **seven (7) days** prior to the commencement of trial, the parties shall file their:

- 1.** proposed jury instructions with citations to authority;
- 2.** proposed verdict forms;
- 3.** proposed voir dire; and
- 4.** the Government's proposed witness list.